

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title:	Director's Office Executive Assistant
Position Number:	58108202
Division:	Director's Office
Grade/Salary:	11 / \$11.26 - \$13.57 / hr DOQ Training assignment 10 / \$10.33 - \$12.43 / hr DOQ
Status:	Permanent/Full-time
City:	Helena
Union:	No
Supplement:	No
Hiring Supervisor:	Laurie Logan
Closing Date:	November 9, 2006

Role Summary and Duties: The incumbent in this position performs administrative support work in the Director's Office, including the Executive Office and Tax Policy and Research (TPR), such as:

- Drafting tailored responses to requests for information and preparing written correspondence for public review from the director's signature.
- Managing office files, scheduling meetings and conference rooms, and arranging employee travel.
- Assisting with the maintenance of the department's Intranet and Internet websites.
- Proofing and editing reports for staff approval, and compiling, drafting, editing and distributing the department's bi-weekly newsletter.
- Providing executive level support for meetings, such as material preparation including Microsoft PowerPoint presentations, assembling and distributing materials, scheduling, and maintaining committee and task force documentation.
- Preparing the minutes of committee meetings and acting as the liaison to committee or task force members.
- Department level legislative preparation and administrative support work.
- Assisting in the preparation of major departmental reports such as the Biennial Report and internal desktop procedure manuals.
- Creating routine and customized spreadsheets.
- Answering phone inquiries, receiving and checking in visitors, and maintaining office equipment.

During legislative session, the majority of the work includes coordinating the internal legislative process and maintaining bill files. The incumbent maintains additional legislative records, tracks pertinent legislation and associated fiscal notes, and provides administrative support to members of leadership. This may result in working overtime.

In the Director's Office Management Officer's absence, incumbent supervises and assists the staff with work assignments and provides administrative support to the director.

Competencies: The ability to think creatively and recommend innovative solutions; to extract and work effectively with information from various state and database resources; to work on multiple tasks; and to provide timely and effective written, oral and interpersonal communication. Strong proofreading, spelling, punctuation and grammar skills are very important, as are good organizational and customer service skills. Ability to work in a busy office environment and effectively deal with frequent interruptions.

Demonstrated skills in the use of word processing and spreadsheet software applications; strong research and analytical skills; and the ability to maintain basic office equipment. The ability to proactively focus efforts and energy on successfully attaining goals and objectives, follow issues through to completion and assume accountability for decisions, actions and results.

Education and Experience: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to high school graduation, a post secondary curriculum or work-related vocational curriculum, with 3 years (full-time or part-time equivalent) related experience with emphasis on secretarial and customer service. Experience must include at least one year working with Microsoft Excel and Word. Experience with scheduling using Microsoft Outlook and knowledge of tax-related issues and concerns is desirable.

While not required, experience with website maintenance, desktop publishing software and Microsoft Power Point would be helpful, as would an understanding of the legislative process, the department's business process, the rules and procedures process and legal guidelines.

Other combinations of education and experience will be evaluated on an individual basis.

Special Information: The successful applicant will be required to join the "Voluntary Employees' Beneficiary Association" (VEBA). The Montana VEBA HRA is a pre-retirement and post-retirement health reimbursement plan.

Working Conditions: May require working overtime during legislative sessions.

Application Deadline: All application materials must be received by 5 p.m. on the closing date. Application materials may be sent directly to:

Human Resources Room 432
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-2972 / (406) 444-9831, Fax: (406) 444-6998.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see

State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (TDD 406-444-2830)

Special Requirements (Background Check): Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE

Reference Background Check Authorization Form

Applicants Name: _____
(please type or print)

Social Security Number: _____ Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references. I also understand that I am required to complete a fingerprint card so that a background check can be conducted.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue. I understand that the purpose of this background check is for employment purposes only.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ Date: _____